

Vaccine Navigator Guide

Scheduled Patient List & Vaccine Table Survey

Dashboard Login Info

Username and password will be provided in a separate communication

Purpose This dashboard provides a list of patients who have scheduled appointments for

the vaccine event and enables the event team to submit vaccine information to

be populated in the Vaccine Event Survey for each new tray

Users The **Vaccine Event Team** will use this to (1) see who has scheduled an

appointment before the event, (2) check-in patients during the event, (3) add vaccine information for each new tray during the event, and (4) register/schedule

walk-ins

*Notes Each Vaccine Event Team will have access to ONLY their event(s). They will not

be able to view the Registered Patient Lists for other events.

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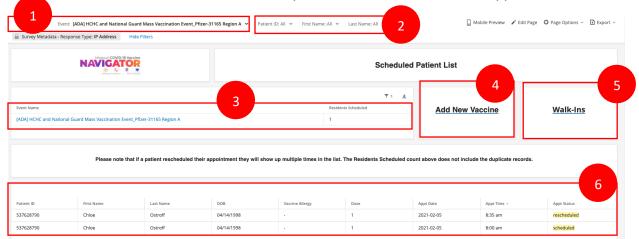
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Scheduled Patient List

Enables Vaccine Event Team to see who has booked an appointment for their event

Allows Vaccine Event Team to check-in patients who have booked an appointment



- 1. Filter for Event if you are organizing more than one event, you can use this to see your patient list for each respective event
- 2. Filters to search for patient find a registered patient during check-in using the following search criteria
 - o Patient ID
 - First Name
 - Last Name
- 3. Event Name and # Patients Scheduled shows the name of your event (name used for patients to schedule in the Scheduling Survey) and the number of residents who are registered for your event based on the filters you set
- 4. Add New Vaccine redirects you to the Vaccine Table Survey where you can input information for a new vaccine tray (see next section for more information)
- 5. Walk-Ins redirects you to the Vaccine Event Survey where you can register and schedule walk-in patients
- 6. Patient List lists out the Patients who have booked vaccine appointments for your event
 - Sorted alphabetically by Last Name
 - <u>Note</u> that if a patient rescheduled their appointment, they will show up multiple times in the list. The # Patients Scheduled above does not include duplicates

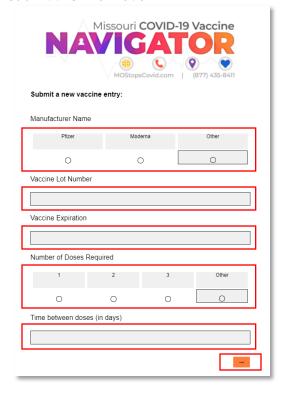
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Vaccine Table Survey

- ➤ Allows the Vaccine Event Team to add information for a new vaccine tray so that the information populates in the Vaccine Event Survey
 - 1. Select the **Manufacturer Name**
 - If Moderna is selected, CVX is automatically set to 207 and MVX is automatically set to MOD
 - If Pfizer is selected, CVX is automatically set to 208 and MVX is automatically set to PFR
 - 2. Enter the Vaccine Lot Number
 - 3. Enter the Vaccine Expiration
 - 4. Select the Number of Doses Required
 - 5. Enter the Time Between doses (in days)
 - 6. Click the arrow to submit this information



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